Fall 2015/2016 Syllabus for
CHE 109 – Overview of Human Chemistry

General Course Information

Instructor

- Name: Kaya A. K. Muller
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- Office Phone: (502) 213-7237 (fax: 502-213-7367)
- E-mail: kaya.muller@kctcs.edu
- Social Media: http://www.facebook.com/KayasChemistryCorner
- Office Hours: There are over ten hours listed below. If the office is ever empty during office hours and there is no note posted; then, I should be back shortly. You may also come ask questions while I am in lab; you will just have to wear eye protection (and lab students' needs come first). If you cannot make it to these times, you can always make an appointment! I will be in my office at other times and will help you if I have the time. Also, you may arrange to meet me on-line. Just contact me to set it up. Questions that are e-mailed are typically answered within 48 hours, except weekends. If your email is not answered, send again!

	Monday	Tuesday	Wednesday	Thursday	Friday
in office	9:30am – 2:30pm		9:30am – 2:30pm		
in lab SCI 208		noon – 3:00pm 7:40 – 10:40pm		noon – 3:00pm	

Web-sites (everything can be accessed through Blackboard)

- Blackboard: http://elearning.kctcs.edu/
- Main Course Page: http://legacy.jefferson.kctcs.edu/users/kaya.muller/CHE109/CHE109index.htm
- Sapling Learning: https://www.saplinglearning.com/

Schedule

This course is designed to be self-paced, but to ensure timely completion, there are due dates to ensure adequate progress is being made. You may always go faster than the suggested pace! There are 12 lessons and two unit exams (which must both be proctored). During the typical 16-week semester, one lesson or exam must be completed each week. During a half 8-week semester, two lessons or one lesson and exam must be completed each week.

Overview

The course has been designed to cover chemistry topics relevant to human anatomy and physiology and is thus geared towards those students who plan on taking anatomy and physiology in the future.

Official Description

Covers chemistry topics relevant to human anatomy and physiology including properties of matter, atomic structure, nature of bonds, chemical reactions, solutions, organic functional groups, carbohydrates, proteins, enzymes, lipids, and DNA (from the KCTCS Catalog found here: http://www.kctcs.edu/Students/Programs_and_Catalog.aspx).

Prerequisites

Prerequisite or Corequisite: (MAT 55, ENC 91, and RDG 185) or (appropriate score on placement exam).

College Goal

This course best supports the college's second mission goal to maximize student achievement through an institutional commitment to effective teaching and support services.

Course Objectives and Student Learning Outcomes

Upon successful completion of this course, the student will:

1. Demonstrate an understanding of basic general chemistry, including matter and energy, atoms and elements, chemical bonds, chemical equations and reactions, solutions, and acids and bases.
2. Demonstrate an understanding of basic organic and biochemistry topics, including functional groups, carbohydrates, proteins and amino acids, enzymes, DNA and RNA, and lipids.
3. Apply chemical information to bioenergetic processes in the body.

Data will be collected on the exams to measure how well the third objective is being met. See the Student Learning Outcomes handout for more detailed information.

General Education Competencies and Evaluation Methods

The General Education Competencies from the KCTCS Catalog are can be found in the catalogue here: http://www.kctcs.edu/Students/Programs_and_Catalog.aspx. This course teaches, strengthens, or uses most of the quantitative reasoning outcomes, all of the natural sciences outcomes, and a few of the written & oral communication outcomes.

Required Materials

Materials required for online classes can be purchased at the KCTCS Distance Learning Bookstore, at http://kctcs.bncollege.com/.

- *A Visual Analogy Guide to Chemistry* by Krieger; ISBN 978-089582-835-4
  print copy available through bookstore or ebook can be found at www.kno.com
- Access to *Sapling Learning* for our course; see separate handout for more details
- Regular access to your KCTCS student e-mail
- Regular internet access of Web-based course materials

Optional Materials

- *Principles of Anatomy & Physiology 13th edition* by Tortora & Derrickson
- Natural Sciences Learning Laboratory (SCI 106), a.k.a. the "MaLL" – a free tutoring/resource center for math and science courses
- A three-ring binder is recommended to keep your chemistry papers together

Required Hardware and Software

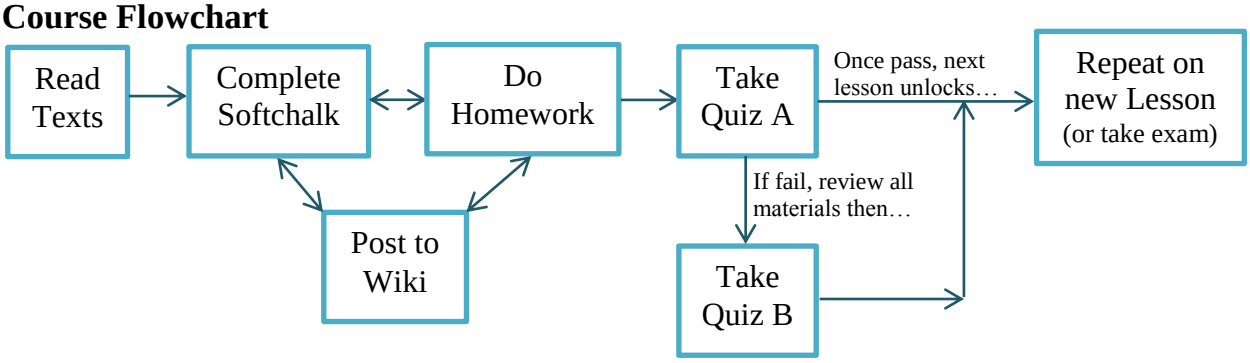
Blackboard is the learning management system (LMS) used by KCTCS; it is the site where online courses are accessed. Blackboard is NOT software that you must buy or install to your computer; it is an online website that REQUIRES a reliable internet connection and a computer with an updated web browser. You can always find an updated web link to Blackboard at your home college's website. On the Blackboard log-in page, you'll find a list of supported operating systems (Windows, etc.) and web browsers (Internet Explorer, Firefox, etc.). It is the student's responsibility to have access to this required technology for the duration of the course. Computer labs are available on campus.

Meeting Times and Rooms

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CHE 109 – 57Z1 PS# 57642	on-line course						

Course Requirements

Course Flowchart



Study Time

Chemistry is a cumulative subject. What we learn today will be needed later in the semester and will help you later when you take anatomy and physiology. Students generally find chemistry to be a ***very*** difficult subject. In general, you should study for two hours for each hour you spend in class. This is a one-credit course, so if we met in person it would be for about an hour a week. Considering that hour plus the two outside class hours, *you should expect to spend an average of* ***three hours*** *per week studying for just this class* during a regular 16-week. As an average, you could end up spening more or less time. You may find that you have to study more for this class than others you have taken. If you do not have adequate study time, your grade may be lower than you would like. You will find that forming a study group helps you to learn the material better. A good place for that in an on-line course is to utilize the discussion boards.

Lecture/Discussion

Since this is an on-line course, we won't ever meet for a traditional lecture. If you want assistance from fellow students or the instructor, you will need to contact them. The discussion boards are a great place to post questions that allow anyone to answer (students or the instructor). The course wiki may have the answer to your question, so be sure to check it often! You may also send an email to your fellow students (Blackboard has that feature) and/or your instructor to ask questions. Your instructor should answer emails within 48 hours, excluding weekends. If you don't receive a reply within that time, please resend your email! You are responsible for making sure that you understand all the student learning outcomes for a lesson. If you do not understand something, ask questions! *Questions are welcomed!* ***Note that all students are responsible for all material in all parts of the course including assignments, policy changes, schedule changes, et cetera, announced in Blackboard or by e-mail even if they don't read it!***

Textbook Readings

You will start each lesson by reading a chapter or two from Krieger's *A Visual Analogy Guide to Chemistry*. There will also be several reading assignments from the optional textbook by Tortora & Derrickson: *Principles of Anatomy & Physiology 13th edition*. At the Jefferson Community and Technical College Southwest library, both of these textbooks can be found on reserve. Both books can also be found on reserve at the JCTC-SW MaLL. If the campus nearest to you does not have a copy of the specific A&P textbook, they probably have a similar one which would still provide the more in-depth look at the A&P topics. Use the descriptions of the reading in our book to try and find equivalent readings in the similar text.

SoftChalk Lessons

After you have read the required text assignments, you will complete the SoftChalk lesson over the material. Within each lesson,

you will find readings and activities to work through written by the instructor to see if you understand the concepts. Most of these activities can be reset and attempted again in the same sitting. Others, you would have to exit and reenter to be able to attempt again for full credit. You may attempt these lessons as *many times as you like* to try and get the highest grade possible! Only the Softchalk attempt with the highest score for each lesson will be used to calculate your course grade, and your lowest score of the 12 Softchalk lessons will be dropped. Feel free to revisit these lessons to brush up on whatever topics you need to before exams. Since only your highest score will go into your grade, you could just redo part of a lesson while studying; the low score would not hurt your grade since only the highest scored attempt goes into your course grade.

Homework

Once you have gotten some initial practice with the material using the SoftChalk lessons, you will go to Sapling Learning to complete homework problems for the lesson. Each student will need to buy his or her own access to Sapling Learning. However, you can get two weeks access before paying! Sapling Learning has lots of built-in features to help students learn the material. Be sure to utilize this help when you need it so that you will be ready to succeed on the quiz over the lesson. Feel free to consult course materials if you are unsure of an answer as homework is meant to help you learn the material. Your instructor will have to manually move your homework grade from Sapling Learning into Blackboard; this should be done about once per week. Your lowest homework score will be dropped.

Quizzes

To complete a lesson, you will need to successfully pass a quiz over it. The quizzes are meant to be taken closed books and notes, unless indicated otherwise. Taking the quizzes under the same conditions you will have for the *proctored* unit exams ensures that you will be ready for those unit exams.

Each lesson has two versions of the quiz, version A and version B. You will only have one attempt at version A. If you score 75% or more, you will then be able to move on to the next lesson. Quiz B will also appear in case you want to try and get a higher score. If you do not score 75% or more on quiz A, you must take version B. You may take quiz B as many times as it takes to score more than 60% which will also unlock the next lesson. For Quiz B, only the attempt with the highest score for each lesson will count towards your grade. If you always pass the lesson with quiz A, you may not have any quiz B grades if you never opted to take a Quiz B to attempt a higher grade. Your lowest two quiz scores will be dropped.

If you are ever unable to score 60% or more on quiz B even though you have gone back over the required materials, please contact the instructor for assistance! We need to make sure that you learn the material so that you can progress on to the next section. The quizzes almost always pull questions from pools that will be drawn from again on the exams. Doing well on the quizzes will prepare you to do well on the unit exams! Version B of the quizzes can also be used as a study tool for the unit exams since only your highest scored attempt will count towards your course grade.

Participation

You will be informed when an item will count towards this category. Most of the points earned here will be from required wiki posts.

For each lesson, you will be required to post at least once to the course wiki. Wiki posts will be graded off of the rubric that is posted in Blackboard. The rubric contains two categories: participation and relevance. Each category is divided into full, half, and no credit based on your posting (see rubric for more information). Your lowest wiki assignment will be dropped.

Unit Exams

There will be two exams this semester (and no final exam). The first exam will be over the first six general chemistry lessons.

The second exam will be over the six organic and biochemistry lessons.

The exams must be proctored! Each student is responsible for setting up a time to take the exams. Do not wait until the last minute to try and take your exams! The college proctoring center you want to use may require several days or *weeks* of advance notice. If you are a Jefferson student you may arrange a time to take the exam with your instructor by emailing her (kaya.muller@kctcs.edu) or you may obtain a Jefferson proctor by going here: http://www.jefferson.kctcs.edu/en/About_Us/eLearning/Proctored-Exams.aspx. Proctor information for students at other colleges may be found here: http://www.kctcs.edu/en/Students/LearnByTerm/Proctor_Exams.aspx. **Once you have arranged for your proctor, send me their contact information so that I may send them the password to access the exam**.

Questions on the two unit exams will be based on reading assignments, SoftChalk lessons, homework, wiki content, quizzes, and the course syllabus. *Basically, everything in this course is fair game!* Almost all of the exam questions come from the same pools that the quiz questions were pulled from.

Extra Credit

There will be some extra credit offered throughout the semester (for instance, see the extra credit memo posted in Blackboard). Please do not ask for more than what will be offered. It is preferable for you to do the required work to the best of your ability. Because there is extra credit available, whatever your final percentage is determines your grade (so if 0.01% away from next higher grade, you will receive the grade earned, *not* the next higher grade).

Grading (or Evaluation of Your Learning)

Point Distribution

Component	Percentage
SoftChalk Lessons (lowest 1 of 12 dropped)	6%
Sapling Learning Homework (lowest 1 of 12 dropped)	12%
Quizzes (lowest 2 of 12-24 dropped)	24%
Participation (lowest 1 of 12 wiki posts dropped)	10%
Unit Exams (both count)	48%

Grade	Percentage
A	90.00% or greater
B	75.00% – 89.99%
C	60.00% – 74.99%
D	50.00% – 59.99%
F	below 50.00%

Note: Even though these grade cut-offs are probably lower than you are used to, you will still need to work hard to earn the grade you would like.

Other Grading Issues

Checking your Grade

At any given point in the semester, you can calculate your own grade using the information above. Note this course uses a *weighted* point system! You may also check your grade in Blackboard during the semester by clicking on the "View My Grades" button. Please check it for accuracy!

Grade Corrections

Hopefully your grades will be recorded properly but mistakes can happen. If you feel there is an error with your grade, please bring it to the instructor's attention immediately; see section on Regrades.

Late Work

Anything turned in late may incur a 10% per day late penalty for *every* day of the week. Note that some of the course introductory assignments in Blackboard may be set to not allow late submissions.

Any timed assessment (like lesson quizzes and unit exams) will have a penalty of 10% of the maximum points subtracted every five minutes over the time limit after an initial five minute grace period (15 for exams). For example, if submitted 11 minutes after time limit, the penalty would be –20%.

Regrades

If you feel one of your assignments has been graded incorrectly (you think you deserve more points), you must send your instructor an e-mail where you indicate which assignment (by the name given in the grade center) and tell exactly what you think is graded incorrectly. This must be done before finals week. Regrades requested during or after finals week will be done at the instructor's discretion.

Saving Graded Materials

You should save *all* your graded materials until you receive your final grade for the course.

Attendance, Tardiness & Make-up Policy

Attendance

You are paying to take this course, so you should come! Be sure to regularly (at least once per week) enter our course to see what is happening and to complete your work. ***Note that all students are responsible for all material in all parts of the course including assignments, policy changes, schedule changes, et cetera, announced in Blackboard or by e-mail whether or not they read it!*** There are no points associated with attendance.

Excused Absences

If you know in **advance** that you have a serious excusable conflict (for example, surgery, religious holiday observance, funeral, etc.) which will cause you to be unable to complete any part of this course by the due date, be sure to make arrangements with the instructor in advance. If you miss any part of this course due to an **unforeseeable** excusable situation (sickness, computer trouble, etc.), you must call (leave a message), e-mail, or talk to the instructor *within a week of the incident* to explain the situation. You will also have to provide documentation proving your situation (doctor's note, repair receipt, and so on). If you have documentation and I agree to excuse the absence we will determine how you can make up the work as determined by the instructor. Note: If you do not follow these procedures, it will not be possible to make up the missed work! Only the instructor gets to decide what is excusable, not students.

Unexcused Absences

If you miss any part of this course due to an unexcused absence or an undocumented excusable absence, usually you will lose all points associated with what you missed or have the appropriate late penalty applied. Examples of unexcused absences: oversleeping, concerts, sporting events, too busy, illness without doctor's note, family vacations, and so on. Note, that absences that would normally be excused will be deemed unexcused if not properly informed of them as required above.

Other Course Policies

Support and Troubleshooting

Online students should refer to the "Student Support" tab at the top of any Blackboard page to find a number of support resources specifically for online students. These include a general KCTCS Online orientation, Blackboard tutorials and tips for success, instructions for obtaining assistance

with technical difficulties, local campus distance learning contacts, etc.

The "Bb Help & User Manual" button within our course will take you to a page with that information. Sapling Learning also has links for technical support before the links to the assignment or you may click the "?" at the top right of the page.

Non-Discrimination Statement

Jefferson Community and Technical College is an Equal Opportunity institution committed to the policy of providing educational opportunities to all qualified students regardless of economic or social status, beliefs, sexual orientation, age, national origin, or physical or mental disability.

Class Withdraws

The last date to withdraw with a "W" without the instructor's signature is Monday, October 12, 2015. If you wish to withdraw after that date please note that the last day the instructor will normally give permission is Friday, November 13, 2015. Also please note that if you are on financial aid, you must attend through at least 60% of the semester or you will owe all your financial aid money received back to the federal government and the college. Contact the Records Office at your home college and follow the withdraw procedures of your home college!

All JCTC students may send enrollment requests, including withdraw requests, by sending an e-mail from their KCTCS e-mail account to jf-records-office@kctcs.edu. The e-mail, which must be from the student's KCTCS email, must include the student's KCTCS ID number, the course in question, and any necessary documentation or approval from the instructor.

Incompletes

An "I" is only given under extenuating circumstances where a student has almost finished all course work. Please contact the instructor as soon as possible if you think you may need this option. To qualify for an incomplete, you must be able to see at least two preferably all three of the three blue happy faces within the course. They can be found in the following locations: after successfully completing lesson III, after taking the general chemistry unit exam, after successfully completing lesson IX.

Syllabus Changes

The instructor reserves the right to modify the syllabus or schedule as needed during the semester.

Other Rules

Students are expected to follow the rules laid out the KCTCS *Student Code of Conduct*. It explains the rights and responsibilities of both students and faculty and covers such matters as classroom and campus conduct, students' academic rights, and procedures for dealing with academic dishonesty. It can be found at http://www.kctcs.edu/en/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx.

Cheating and Plagiarism

Cheating (including plagiarism) will not be tolerated. You are all adults and know that cheating is wrong. Cheating includes but is not limited to copying from another person's paper, letting another person copy from your paper, possessing a written or electronic crib during an exam or quiz, turning in another's work as your own, using instructor banned resources to complete an assignment. Also remember that plagiarism can be as simple as not giving proper citation for a direct quote! See the KCTCS Code of Student Conduct for more details.

Penalties for such offenses can include any or all of the following: a zero on the part of the assignment in question, a zero on the entire assignment, a reduced grade in the course, a failing grade in the course, expulsion from the college. See the KCTCS Code of Student Conduct for more details.

To ensure that you are not accused of cheating, during assessments you must be sure that your desk is completely clear of material. Only writing implements, calculators and the paper passed out may be used unless told

otherwise. You are not allowed to access your cell phone while taking any assessment in this class; you cannot even use it as a calculator! In addition, if you are seen using your cell phone during an exam or quiz, you will receive a zero on it.

Classroom and Testing Accommodations

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the disabilities services office on their home campus as soon as possible. Please DO NOT request accommodations directly from the professor or instructor. If you require assistance during an emergency evacuation, notify your instructor and the disability services office at your home college. The appropriate contact information for your college's disability services office can be found at http://www.kctcs.edu/en/Students/Disability_Services.aspx.

For Jefferson students needing services, contact the Access*Ability Resource Center, ARC, on the appropriate campus, as soon as possible. Please DO NOT request accommodations directly from the professor or instructor. Once you visit ARC, you will be given a letter to give to your instructor. If you require assistance during an emergency evacuation, notify your instructor and the ARC.

Downtown, Technical, and Carrollton Campuses of JCTC
Terri Martin – Director
Downtown Campus; VTI – 319
(502) 213-2375 terrif.martin@kctcs.edu

Southwest, Shelby, and Bullitt Campuses of JCTC
Nancy Birkla – Disability Resource Manager
Southwest Campus; Student Community Building – Room 103
(502) 213-7120 nancy.birkla@kctcs.edu

Students from *any* JCTC campus in need of accommodations related to a hearing loss or deafness should register with Deaf & Hard of Hearing Services (DHHS) office within the ARC on the downtown campus. Services include interpreting, note taking, and provision of ALD devices.

All JCTC Campuses
Venetia Lacy - Interpreter and Coordinator of DHHS
Downtown Campus; VTI – 319
(502) 213-4218 venetia.lacy@kctcs.edu

Sources of Help

Besides your instructor, the college has many avenues to assist you in your education and learning. For instance, below is a list of resources. If updates are needed, they will be posted in BlackBoard.
Academic Advising: http://jefferson.kctcs.edu/en/Academics/Advising_Center.aspx
Writing Centers: http://jefferson.kctcs.edu/Academics/Academic_Divisions/Downtown/HUM-DT/Writing-Center.aspx, http://jefferson.kctcs.edu/Current_Students/Smither-Writing-Center.aspx
Tutoring: Hilary Sorter, Tutoring Coordinator, hilary.sorter@kctcs.edu
Library: http://jefferson.kctcs.edu/en/About_Us/Library.aspx, http://jefferson.kctcs.edu/About_Us/Library/Ask-a-Librarian.aspx
Math Labs (if applicable): http://jefferson.kctcs.edu/en/Academics/Jefferson_Counts/QEP-labs.aspx

Protocol for Student Complaints

Hopefully, we will have a great semester, but if you ever have any problems or complaints, please come talk to me about it! I am *very* willing to work with you to resolve any issues you have. If you feel that we cannot resolve the issue, you may take the complaint up the "chain of command" as follows:

Instructor		Department Head		Division Chair		"next in line"
Kaya Muller SCI 200E (502) 213-7237 kaya.muller@kctcs.edu	→	Dan Parry SCI 100L (502) 213-7386 daniel.parry@kctcs.edu	→	Charlie Purvis SCI 200C (502) 213-7295 charlie.purvis@kctcs.edu	→	Cathy Wright SOC 105R (502) 213-7273 catherine.wright@kctcs.edu

Whew! That's it. Let's have a great semester!